

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date November 13, 1972	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received DEC 8 1972 4/14 Application No. DEC 12 1972 Date Completed
2. Agency Application No. 51		
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Animal Industry - Meat Inspection Division 19 Hunter Street, S.W. Atlanta, Georgia 30334		4. Person to Contact Dr. H.G. Woodard
		5. Working Title Ass't State Veterinarian 6. Tel. No. 656-3673

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1969 to Date	9. Exact Series Title Meat Products Labels Files
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10. What is the function of the office in which this record series is created?

The Section administers the Rules and Regulations pertaining to Meat Inspection under the Georgia Meat Inspection Act (H.B. No 524, Act No 717, 1969 Legislative Session). It receives applications for license as a Meat Broker, Renderer, Slaughter for Home Use, and/or abattoir; evaluates the applications, and issues license if qualified; inspects licensed facilities; recommends the revocation of license for causes; holds annual review of facilities licensed; and administers the State-Federal Agreements pertaining to wholesomeness of meats, accounts for expenditure of State-Federal Funds; approves labeling of Meat Food Products; and approves structure designs for licensed facilities.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the labeling by meat processing plants of their products to show ingredients used in the product.

Includes AG Form 80-029-085 on which applicant may sketch a proposed label of attach a sample which lists the ingredients.

The file is arranged alphabetically by meat processing plant.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	4	6		1	1.5
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				3	
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	2	Preceding Year's
					All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?
<i>Labels are good until withdrawn by Processor.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

24. **REQUIREMENTS.** The following requires the files to be kept Indefinite years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER See Below, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

Hold Labels in active files until "Label" is withdrawn; then place in inactive files, cut off inactive files at end of each calendar year; hold in current files area for 1 year; then, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	11-13-72	<i>Ellis D. [Signature]</i>	11-13-72
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. [Signature]</i>	12-11-72
STATE RECORDS COMMITTEE	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll [Signature]</i>	12-8-72
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert [Signature]</i>	12-12-72
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		